

Retention and Classification Report

Agency: Constitutional Revision Commission (240)

, UT

Records Officer Bryant Howe

83592	Constitution
19546	Minutes
83976	Reports

AGENCY: Constitutional Revision Commission

SERIES: 83592

4

TITLE: Constitution

DATES: 1913-

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain ARchvies custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Constitutional Revision Commission

SERIES: 83592

TITLE: Constitution

(continued)

APPRAISAL:

Historical

This disposition is based on the publications' research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Constitutional Revision Commission

SERIES: 19546

3

TITLE: Minutes

DATES: 1968-

ARRANGEMENT: Chronological by year, there under grouped by commission or subcommittee, thereunder by date.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently after microfilming.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Constitutional Revision Commission

SERIES: 19546

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Constitutional Revision Commission

SERIES: 83976

3

TITLE: Reports

DATES: 1970-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports created by the Constitutional Revision Commission which provide an account of the commission's analysis and recommendations for Constitutional revisions. Each report contains a comprehensive examination and subsequent evaluation of the strengths and weaknesses of sections of the Constitution covered by the respective report. Each report also outlines actions taken to date as well as recommendations to address present and future needs.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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AGENCY: Constitutional Revision Commission

SERIES: 83976

TITLE: Reports

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting achievements, policies, procedures, and function of the Constitutional Revision Commission.

PRIMARY CLASSIFICATION:

Public